



Community Action Commission
 Of Santa Barbara County
 5638 Hollister Avenue, Suite 230
 Goleta, CA 93117-3475
<http://www.cacsb.com>

CAREER OPPORTUNITIES

Date: September 3, 2010
For Applications Call: Human Resources
 (805) 964-8857 ext. 116

POSITION	Program	Location	Status	EMPLOYMENT STANDARDS
ACCOUNTING ASSISTANT	CN	Goleta	F/T	Performs entry level accounting functions. Will be trained to do A/P, bank reconciliation's, payroll reconciliation's, payroll processing, cash receipts, excel spreadsheets, and other various financial record keeping tasks. High School Diploma or GED required. Previous accounting clerical experience/one to two years of accounting experience in Accounts Payable or Accounting Certificate preferred. Experience of computerized accounting systems, Word & Excel. <i>Open until filled.</i>
LEAD CAREGIVER	CS	Santa Maria	F/T	Responsible for care and education of a group of infants & toddlers in a CAC Early Head Start center. Child Development Teacher Permit OR AA Degree OR BA degree in Early Childhood Studies AND 6 units in Infant / Toddler. Minimum of one year experience as a teacher/caregiver in CAC or similar preschool education program. Ability to complete written reports and required documentation accurately. Using own transportation, must be able to travel to different locations to make scheduled home visits with client families. Fluency in speaking and writing Spanish is desirable. <i>Open until filled.</i>
OFFICE ASSISTANT II	ES	Goleta	F/T	Under general supervision, will provide varied support to department staff. REQ: High School Degree or GED and 2 years of office experience required. Excellent keyboard skills, expertise with MS Word/Excel and data base entry programs required. Bilingual skills (English/Spanish) desirable. Ability to lift up to 20 lbs. (assisted) req'd. Valid CDL with reliable transportation. Extensive travel may be required within Santa Barbara County. <i>Open until filled.</i>
THERAPEUTIC RESPONSE AIDE	FYS	Santa Barbara	P/T-B	Provide individual behavior interven. to clients and support to families. Flex work schedule/settings. BA+1 yr exp in related field. Exp and/or coursework in child/adolescent develop, crisis & behave. Intervention /prevention, or related issues. Valid CDL, w/transport w/proof of liability ins. Bilingual (Spa/Eng) highly preferred. <i>Open until filled.</i>
		Santa Maria	F/T	

Program legend: * CN = Central * CS = Children's Services * ES = Environmental Services * FYS = Family Youth Services * NS = Nutrition Services * HS = Healthy Start